

## Appendix T: Laserfiche Forms

**FIRST CLASS PRE-K PROGRAM LASERFICHE FORMS****1. Auxiliary Teacher Waiver Request**

- Description: Application for credential requirements for an Auxiliary Teacher to be temporarily waived to allow time for the teacher to acquire the required credentials/certifications.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-ATWR>
- Process Flow:
  1. Form submitted
  2. Saved to Auxiliary Teacher Waiver Request folder
  3. RD receives email with link to Inbox and Form will be in Open Tasks list
  4. RD reviews, completes, and Submits form
  5. Saved to Auxiliary Teacher Waiver Reviewed folder
  6. Decision emailed to Program Director

**2. Classroom Relocation Application**

- Description: Request approval to relocate a current OSR First Class Pre-K classroom to a new location.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-CRA>
- Process Flow:
  1. Form submitted
  2. Saved to Classroom Relocation Application folder
  3. RD receives email with link to Inbox and Form will be in Open Tasks list
  4. RD reviews, completes, and Submits form
  5. Saved to Classroom Relocation Application Reviewed folder
  6. Decision emailed to Program Director

**3. Personnel Profile Form**

- Description: Collects First Class Pre-K personnel information for grant reporting and the creation and maintenance of accounts, usernames, passwords, and records in programs associated with the Alabama Department of Early Childhood Education.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-PPF>
- Process Flow:
  1. Form submitted
  2. Saved to P-3 Personnel Profile Form folder
  3. Email with link to Inbox where Form will be in Open Tasks list sent to appropriate RD, Marcia, and Katrina notifying them of Form submission
  4. Email recipients each review information and Submit verifying receipt of information
  5. If submitter answered "No" or "Don't Know" to question asking if they have an STI PD account, email with link to Inbox where Form will be in Open Tasks list sent to Jan Walker who reviews information, takes



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necessary action in STI PD, and Submits form verifying receipt of information

### 4. Student Change Report

- Description: Report a status change related to a First Class Pre-K student including new enrollment, withdrawal, name change, modified attendance, or IEP referral results.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-SCR>
- Process Flow:
  1. Form submitted
  2. Saved to Student Change Report folder
  3. Email with link to Inbox where Form will be in Open Tasks list sent to appropriate RD and Monitor listed on Form notifying them of Form submission
  4. Email recipients each review information and Submit verifying receipt of information
  5. If Form reports Student Name Change, email with link to Inbox where Form will be in Open Tasks list sent to Marcia and Katrina who review information, take necessary action in ASAP, and Submit form verifying receipt of information

### 5. Teacher Credential Verification Form

- Description: Lead and Auxiliary Teachers submit information allowing the department to verify teaching credentials and certifications.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-TCVF>
- Process Flow:
  1. Form submitted
  2. Saved to Teacher Credential Verification folder
  3. Appropriate RD receives email with link to Inbox and Form will be in Open Tasks list
  4. RD reviews, completes, and Submits form
  5. Saved to Credential Verification with Review folder
  6. Vickie Adams receives email with link to Inbox and Form will be in Open Tasks list
  7. Vickie Adams reviews form, notes RD comments, uploads Official transcript as needed, and Submits Form indicating tasks are completed
  8. Form and attachments including Official Transcript saved to Credential Verification with Official Transcript folder